

SECTION 6 ELECTRONIC SUBMISSION

6-1. Rate Tender Transmission.

6-1.1. ELECTRONIC TRANSMISSION.

All electronic rate transmissions submitted in accordance with this I-RFO and the ITOS **MUST** be via the Internet utilizing the File Transfer Protocol (I-FTP) as defined in Section 1-1.4.

6-1.2. FORMAT REQUIREMENTS.

Format requirements as set out in this RFO must be strictly adhered to. Submissions received from Participants or Participants Rate Filing Service Providers not conforming to format requirements identified in Section 5 will be found unacceptable.

6-1.3. FILE PREPARATION.

In order to transfer the file via the I-FTP, the file must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.

Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

6-1.3.1. File Naming Convention.

Implementation of the Interagency Transportation Management System (ITMS) has created the need for the development of a File Naming Convention. This File Naming Convention applies to any new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

All electronically transmitted rate offers **MUST** adhere to the following File Naming Convention.

FILE NAME	MAXIMUM POSITIONS	POSITIONS	CONTENTS
Participant's SCAC or Rate Filing Service Provider (RFSP) Filing Code	4	1-4	Participant: If transmitting its own rates, enter SCAC. RFSP: If transmitting rates on behalf of a Participant, enter RFSP code. If all four (4) positions are not utilized, enter an underscore(s) () at the end.
Rate File Number	4	5-8	May be alpha, numeric, or any combination.
Extension	4	9-12	MUST BE ,HHG

(example: (1) ABCD1234.HHG; (2) ABC_1234.HHG; (3) ZZXX1298.HHG; (4) XX_NO97.HHG)

If as a Participant or Rate Filing Service Provider, you are unsure as to your firm's SCAC or code in GSA's Centralized Household Goods Traffic Management Program, contact Kim Anderson as identified in Section 1-6.

The File Naming Convention identified above **MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from the Participants or Participants Rate Filing Service Provider directory on the FTP and/or automatic rejection of the rate offer(s).**

6-1.4. ACCESSING THE I-FTP.

GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a file onto the I-FTP, how to down-load a file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a firm. Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide. The address to GSA's I-FTP directory and two different methods (there are others) by which to access a firm's individual directory in which a firm's rate file(s) will need to be uploaded.

6-1.4.1. I-FTP ADDRESS.

kcftp.gsa.gov

OR
159.142.185.60

6-1.4.2. DIRECTORY ACCESS.

Methods to access individual directories (items in bold are words/phrases THAT YOU MUST TYPE IN EXACTLY).

FTP>**CD CARRIERS**\USER ID OR FTP

OR

D:**PUB\CARRIERS**\USER ID

Once you have placed a file onto the I-FTP within your firm's directory, you can follow the steps identified below to verify that your firm's file was successfully transmitted onto the I-FTP.

1. Exit I-FTP;
2. Re-connect to I-FTP;
3. Enter your firm's assigned User ID and Password when requested;
4. Change to your firm's directory - FTP>**CD CARRIERS**\USER ID or FTP>**D:\PUB\CARRIERS**\USER ID; and
5. Type Dir.

You should then see your firm's file identified in your firm's directory. If the file doesn't appear, you will need to "Upload" the file to the I-FTP again. The steps identified above will only assist you in verifying that your firm's rate offer file was transferred successfully onto the I-FTP. Following these steps WILL NOT verify that the contents of your firm's rate offer file have been formatted correctly.

6-1.5. File Preparation. 96RFO5-3.

In order to transfer the file via the I-FTP, the file must be saved and transmitted as an unformatted ASCII flat file (i.e. no tab characters, etc). The file must not have a top, bottom, or left margin; with a carriage return at the end of each line. The filename must have the extension HHG (i.e. (filename)HHG).

Note. The type of software you will be using will determine what must be done to prepare the file for transmission.

6-1.6. Accessing the I-FTP. 96RFO5-4.

GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a file to the I-FTP, how to download a file from the I-FTP, or how to move around in the I-FTP. Accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a firm.

Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide - the address to GSA's I-FTP directory and two different methods (there are others) by which to access a firm's individual directory in which a firm's rate file(s) will need to be uploaded.

6-1.6.1. i-ftp address. 96RFO5-4.a

kcftp.gsa.gov

6-1.6.2. directory access. 96RFO5-4.b.

Methods to access individual directories (items in **bold** are words/phrases that you must type in exactly).

FTP>**CD CARRIERS**\USER ID

OR

FTP>**D:\PUB\CARRIERS**\USER ID

Once you have placed a file onto the I-FTP within your firm's directory, you can follow the steps identified below to verify that your firm's file was successfully transmitted to the I-FTP.

1. Exit I-FTP;
2. Re-connect to I-FTP;
3. Enter your firm's assigned User ID and Password when requested;
4. Change to your firm's directory - FTP>**CD CARRIERS**\USER ID or FTP>**D:\PUB\CARRIERS**\USER ID; and
5. Type Dir.

You should then see your firm's file identified in your firm's directory. If the file doesn't appear, you will need to "Upload" the file to the I-FTP again. The steps identified above will only assist you in verifying that your firm's rate offer file was transferred successfully onto the I-FTP. Following these steps WILL NOT verify that the contents of your firm's rate offer file have been formatted correctly.